

St John's C of E VA First School



**Together, we will give our children the
'ROOTS TO GROW' and the 'WINGS TO FLY.'**

JOB DESCRIPTION: SCHOOL BUSINESS MANAGER

REPORTS TO: HEADTEACHER

SALARY RANGE: SOMERSET PAY SPINE GRADE 12

Main purpose of job

Under the direction of the Head Teacher, is consultant to the Senior Management of the school having specific responsibility for the professional leadership and strategic direction and comprehensive management of financial, administrative and premises support and related staff in the school to support high standards of teaching, learning and achievement for all pupils within the overall aims of the schools.

Main responsibilities and duties

- Provide short, medium and long term strategic planning and direction through the provision and development of support services within the school.
- Manage and co-ordinate the school administration and premises support staff including the planning and support of staff development, recruitment, grievance and discipline thus ensuring effective deployment of resources throughout the school.
- Develop and manage systems for budgetary and financial planning and control, including financial monitoring, cash management and credit control in order to optimise best value and maximise efficiency.
- Manage the schools response to local and national initiatives in so far as they affect financial, administrative, personnel and premises issues.
- In partnership with the LA School Finance Officer, is responsible for advising on, preparing and creating the school's budget for agreement by the Head Teacher and the Governing Body. Monitors, interprets and advises on the schools budget. Oversees the operation of the schools financial duties, analyses information, prepares end of year balances and reports as required by LA, Governors and Department for Education, completes monthly reconciliation of schools accounts system to the LA system.
- Develop, plan and manage the upkeep and capital development of the buildings and grounds, their security, maintenance of furniture and equipment ensuring that the school secures value for money in its supplies and service providing an environment conducive to student learning and the wider community. Ensure the school is cleaned in accordance with the methods and frequencies defined. Oversee any schools lettings that are agreed. Advise on the use, development and maintenance of the administration ICT equipment, maintain the schools

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inventory, and in conjunction with the Headteacher, carry out necessary risk assessments on all aspects of the school premises.

- Provide advice and guidance on all personnel issues ensuring all staff receive a contract of employment, undergo Safer Recruitment checks and are paid at the appropriate level, etc.
- Attend Governors meetings; provide reports and advice on schools finances, personnel and premises matters.
- Advise, guide and make recommendations to the Governing Body and Senior Management of the school on legislation, personnel, administration, health & safety, finance, building and contract management to support the school decision-making process.
- Be an emergency contact for the full range of incidents, to ascertain the problem and take appropriate action for resolution, both during and outside of normal working hours.

Facts and Figures

- Direct management responsibility for admin staff (x2 staff).
- Contributes to the effective management of budgets of £1.25 Million +.
- Acts as budget holder to admin and premises related budgets.

Problem Solving and Creativity

Works within recommended guidelines in financial, personnel and administration practices but exercise discretion in management of the guidelines. Working on own initiative under the direction of the Head Teacher. Produces guidance and advice in accordance with the requirements of the school. Explores alternative methods of funding and treasury management. Dealing with changing and conflicting deadlines, internal and external to the school, with frequent interruptions to work. Advising Governors and Senior Management on issues within the job responsibilities.

Decision Making

Advises and informs Governors, Head Teacher and Senior Management on administration, financial and premises support matters. Decisions regularly taken to ensure Best Value and effective deployment of school resources. Decides course of action, based on analysis of research, as part of the School Development Plan, Annual and 5 Year Maintenance Plans. Exercises full discretion within own areas of responsibility.

Physical Effort and Working Conditions

Frequent use of ICT equipment within Health & Safety guidelines. School office environment. Contact with pupils with SEN, behavioural and complex needs. Contact with parents, members of the public, outside contractors and visitors.

Contacts and Relationships

Staff, pupils, parents, Governors to provide information, advice and guidance across the range of administrative, personnel, financial and premises support. External contacts including a range of LA departments, contractors, suppliers and general public to convey information and/or resolve problems.

Additional Information

Banks cash. Attends some meetings outside of normal working hours.

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time, in consultation with the postholder.

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PERSON SPECIFICATION

Post Title: SCHOOL BUSINESS MANAGER

Specification	Essential	Desirable
Qualifications and Experience		
Qualified to A Level experience or equivalent	X	
Evidence of continuing professional development	X	
Business qualification e.g. DSBM or AAT		X
Safer Recruitment training dated within the last three years		X
Health and safety training dated within the last three years		X
Experience of working within a school admin environment	X	
Experience of providing advice an input to strategic planning	X	
Experience of operational management within at least one of the following areas: finance, health & safety, premises, HR	X	
Experience of working with a school based MIS and financial management system	X	
Experience of producing financial reports		X
Experience of producing written reports for a variety of audiences (e.g. Governors)		X
Knowledge and Understanding		
Knowledge of Arbor MIS system and/or Arbor Finance		X
Knowledge of national and regional educational services		X
Understanding of promoting positive relationships with the wider school community		X
Professional Skills and Attributes		
Able to deliver services and systems applicable to effective school management	X	
Able to work effectively in a team and also lead teams and individuals	X	
Able to deliver value for money initiatives	X	
Able to strategically influence decision making within the school	X	
Able to use a wide range of ICT software, including MS 365 effectively	X	
Has a proactive approach to keeping up to date with legislative changes and LA guidance	X	
Ability to work under pressure and to meet deadlines	X	
Able to effectively prioritise workload for self and others and to manage competing demands	X	
Excellent communication skills both in writing and verbally and to a range of audiences	X	
Excellent organisation skills	X	
Excellent interpersonal skills including influencing skills	X	
Effective problem solving skills	X	
Personal Qualities		
Able to constructively challenge the work of self and others to continually improve own and team performance	X	
Flexible to meet the needs of the school	X	
Able to use own initiative	X	
Solution focussed approach	X	

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